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PUBLIC HEALTH REPORTS.

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UNITED STATES.

MUNICIPAL ORDINANCES, RULES, AND REGULATIONS PERTAINING TO PUBLIC HYGIENE.

[Adopted since Jan. 1, 1910.]

PERTH AMBOY, N. J.

BOARD OF HEALTH—ORGANIZATION AND DUTIES.

Organization.—The board of health shall meet on the first Tuesday in February of each year for the purpose of organization, at the usual place of meeting; at which time a president, secretary, health officer, deputy health officers, assistants to the health officer, and other employees of the board of health shall be elected for the ensuing year. The term of all officers and employees (except the health officer) shall begin on March 1 of each year and continue for one year or until their successors are elected. The term of the health officer shall begin on July 1 of each year and continue for one year or until his successor is elected. In case of failure to elect officers at such meeting, said election shall be in order at the next regular meeting, special or adjourned meetings.

The board has the right to remove any of its officers or employees for cause.

The chair shall be taken by the president or president pro tempore. The roll shall be called at the hour appointed for such meeting and the names of members present shall be recorded by the secretary, and the names of members afterwards as they appear. As soon as a quorum is present the board shall proceed to business.

Regular meetings.—The board shall meet on the first and third Tuesdays of each month at the hour of 8 p. m.

Adjourned meetings.—The board shall meet on the second, fourth, and fifth Tuesdays of each month at the hour of 8 p. m.

Special meetings.—Special meetings of the board may be called at any time by the president when he shall deem it necessary, or at the request of two members of the board in writing. Calls for special meetings shall state the purpose or purposes for which such meetings have been called.

Quorum.—A quorum shall consist of a majority of the members of the board, but a smaller number may meet and adjourn from time to time, and such adjourned meetings shall have the same character as the original meeting would have had, had it been held.

Order of business.—Roll call. Reading of minutes. Appeals. Communications. Presentation of bills and claims. Applications for licenses and permits. Secretary's report of collections. Report of health officer. Report of committee on sanitation. Report of committee on milk and food supplies. Report of committee on infectious and contagious diseases. Report of committee on plumbing and sewerage. Report of committee on vital statistics. Report of committee on accounts. Report of committee on supplies, printing, and office. Report of committee on judiciary. Report of special committees. Unfinished business. New business.

The order of business may be temporarily suspended by a two-thirds vote of the members present.

Standing committees.—The president shall appoint the following each year:

Committee on sanitation, to consist of five members.

Committee on accounts, to consist of three members.

Committee on supplies, printing and office, to consist of three members.

Committee on milk and food supplies, to consist of two members.

Committee on infectious and contagious diseases, to consist of two members.

Committee on plumbing and sewerage, to consist of two members.

Committee on vital statistics, to consist of two members.

Committee on judiciary, to consist of two members.

The committees shall consist of members.

The president shall be ex officio a member of all committees.

One member of each of the following committees shall be as a member of the committee on sanitation: Milk and food supplies, infectious and contagious diseases, plumbing and sewerage, and judiciary.

Special committees.—The president shall appoint all special committees.

Duties of the president.—The president shall be the presiding officer of the board, and shall as such perform duties pertaining to such office.

He shall call special meetings of the board.

He shall attend and take part in all meetings of the standing committees of the board when he shall deem it for the interest of the public health so to do.

He shall sign all warrants against the board before the same shall be paid. He shall sign all licenses and permits issued by the board.

Duties of the secretary.—The secretary shall keep the minutes and enter the proceedings of the board in a book provided for the purpose.

He shall attend all regular meetings of the board.

He shall keep an account of all moneys collected and submit a report of same on form provided for the purpose, to the board at each regular meeting.

He shall issue all permits and licenses as directed by the board.

He shall sign all warrants against the board before the same shall be paid.

He shall notify the members of all meetings of the board.

He shall keep all records and perform other duties that may be required of him by law or by the board.

Duties of the health officer.—It shall be the duty of the health officer to visit all parts of the city as often as is found necessary, and he shall make special visits and inspections on the request of the president or chairmen of the several committees, tendering written reports of same.

He shall tender to the board at the first regular meeting in each month a written report as to the condition of the health of the city.

He shall direct all matters pertaining to quarantine and fumigation, and all orders pertaining to same must be in writing to the assistant health inspectors.

He shall make personal visits in cases of infectious and contagious diseases when he deems same necessary, and when ordered by the president or chairman of the committee on infectious and contagious diseases.

He shall report on all matters pertaining to public health submitted to him by the president or chairman of the several committees.

He shall recommend to the board from time to time measures for the improvement of public health.

It shall be his duty to keep an accurate record of all practicing physicians and surgeons and midwives in the city and shall submit a copy of said list to the board at the first regular meeting in each month.

It shall be his duty to see that all practicing physicians and surgeons in the city report all cases of diseases that are classed as infectious and contagious by the sanitary code, and to report immediately to the board any failures to comply with same.

Duties of committee on sanitation.—Shall be that of a consulting party for the benefit of the health officer and other committees of the board.

They shall have power to cause the abatement of all nuisances detrimental to public health, and enforce the requirements of the sanitary code, without a special meeting of the board.

They shall report in writing to the board for their action all failures to abate nuisances and to comply with the requirements of the sanitary code.

They shall direct the duties of the deputy health officers, assistants to the health officer, and other employees of the board in all matters excepting that pertaining to quarantine and disinfection.

Duties of committee on accounts.—They shall receive, examine, and audit all bills and accounts referred to them by the board.

All bills must be signed by a majority of the committee and returned to the board.

They shall keep a record of all receipts and expenditures in a book provided for the purpose.

They shall submit to the board at the first regular meeting in each month a statement of the financial standing of the board.

Duties of committees on supplies, printing, and office.—They shall purchase all supplies required after same has been authorized by the board.

They shall have charge of the office of the board and the keeping and filing of records.

No supplies shall be contracted for or purchased excepting on written order of the committee, signed by its chairman.

Duties of committee on milk and food supplies.—It shall be their duty to see that the requirements of the sanitary code and existing laws pertaining to same are enforced. They shall recommend to the board from time to time measures for the improvement of public health.

They shall inspect all places in the city where milk and food supplies are made, stored, and sold and report to the board any violation of the sanitary code or existing laws.

Duties of committee on infectious and contagious diseases.—It shall be their duty to see that the requirements of the sanitary code and existing laws pertaining to same are enforced.

They shall recommend to the board from time to time measures for the improvement of public health.

They shall see that all cases of infectious and contagious diseases are reported by the attending physicians and surgeons in proper form and report to the board any failure to so comply with the code.

They shall see that a proper record is kept of all practicing physicians, surgeons, and midwives.

They shall tender to the board at the first regular meeting in each month a report of all infectious and contagious diseases.

Duties of committee on plumbing and drainage.—It shall be their duty to see that the requirements of the sanitary code and existing laws pertaining to same are enforced.

They shall recommend to the board from time to time measures for the improvement of sanitary conditions.

They shall see that all plumbing and drainage work is done under permits issued by the board, and report all cases where work is being done without permits.

Duties of committee on vital statistics.—It shall be their duty to see that the requirements of the sanitary code and existing laws pertaining to same are enforced.

They shall tender to the board at the first regular meeting in each month a report of all marriages, births, and deaths.

Salaries.—The compensation for services rendered by the health officers, secretary, deputy health officers, assistants to the health officers, and other employees of the board, shall be such as the board may prescribe.

Mail.—All mail shall be addressed to the board of health, City Hall, Perth Amboy, N. J., and it is understood that any mail addressed to any of the officers or employees of the board, as members of the board, is intended for the board, and shall be delivered to the secretary.

Hearings.—Any person feeling aggrieved at the official action of the board or any of its members, officers, or employees, shall be entitled to a hearing before the board.

Alteration of the rules.—All resolutions proposing an alteration or amendment to the rules governing the board should be submitted in writing and shall lie over until the next regular meeting unless otherwise ordered by a two-thirds vote of all the members of the board.

The proceedings of the board shall be governed and regulated by general parliamentary practice, as laid down in Cushing's Manual, unless otherwise provided for by these rules. [Regulation board of health adopted Feb. 15, 1910; amended Aug. 2, 1910.]